



ODC BOOKING POLICY

Date and Day of Event:		
Start Time:	End Time:	
Type Of Event:	Setup Type:	
Minimum Guarantee:	Booked By:	Membership No:

ELIGIBILITY

Please be advised that reservations and bookings can be made by members only at their recorded residential address. We request you to ensure your contact details are up to date in our records to avoid any inconvenience.

Minimum 20 persons and maximum 50 Persons catering order will be accepted.

- RGC agrees to provide the following:** food for the agreed-upon event menu for the guaranteed number of guests, with crockery, cutlery and disposables.
- Member agrees to provide the following:** all decorations, table linens, decorative place settings, glassware, all alcoholic and non alcoholic beverages, etc.
- The catering charges will be decided as per selection of menu and extra as applicable.
- Please be advised that the cleaning of the event area is not included under the scope of work for RGC.

DEPOSIT.

- 50% of the booking value has to be paid as venue confirmation advance within a day, failing which the Club is under no obligation to hold the booking.
- The balance payment towards minimum guarantee has to be deposited with the Club at least a week prior to the event date and extras, if any, to be settled before or immediately at the conclusion of the event.
- Please be advised that any requests for additional services will add to the total cost agreed upon in the initial contract. All such additions must be formally agreed to in writing through a separate catering estimate.
- Member agrees to provide RGC with a general estimate of anticipated number of guests upon booking. Two days prior to event, member needs to lock in their guaranteed count of guests.
- Member will provide his/her menu, choices from RGC available options, Seven days prior to Event. Menu must be confirmed 2 days before the event. A surcharge may be added for any menu alterations made less than 2 days prior to event.

KITCHEN:

We are writing to confirm that kitchen space will be provided by the host concern for the upcoming event. Please note that the RGC team will conduct a visit to the premises before the finalisation of the event arrangements.



MANPOWER:

We are writing to confirm that manpower will be provided as per your requirements for event. Please let us know if you have any specific details or schedules we should be aware of to ensure proper coordination.

BREAKAGE: -

We are writing to clarify our policy regarding any damages that may occur during your event. Please be advised that any breakage or damage caused by the host will be debited to the host's account based on the actual costs incurred for repair or replacement.

WEATHER:-

Sudden rain, wind, storms, or heat damage is host risk unless the host provided protective arrangements (tents, covers).

CANCELLATION NORMS:

You may cancel this agreement only upon giving written notice to us. Therefore, the parties agree on the following amounts to be paid by you to us upon notice of cancellation as per cancellation rules.

- Cancellation between date of signing and 2 days prior to the event; 50% Thereafter 100%
- If the party is cancelled due to any natural phenomena, no cancellation charges would apply.

Name: _____ Mem No: _____

Telephone No: _____ Whatsapp No: _____

Signature: _____

Date

RGC REPRESENTATIVE

Signature: _____

Date
